Indiana Department of Education
SUPPORTING STUDENT SUCCESS

TO: Superintendents, School Business Officials & Technology Directors

FROM: **Melissa Ambre**, Director of School Finance & **John Keller**, Director of Learning Technologies

SUBJECT: Guidance for Schools Making Volume Purchases of "Apps" from Apple

DATE: January 7, 2011

As schools begin to purchase tablet computers and other mobile devices capable of accessing and downloading "apps"[1,2] or applications, the Indiana Department of Education would like to pass along some guidance to help schools participate in the learning potential that apps offer while maintaining appropriate fiscal controls and following State Board of Accounts guidelines. At issue here is the volume purchasing model for apps newly established by Apple. See details here: http://www.apple.com/itunes/education/. Because of the way that these vouchers for apps are acquired, it is the IDOE's recommendation that districts using the volume purchasing option *redeem the vouchers prior to payment of the invoice from Apple* to avoid pre-payment of services.

The process for participating in the volume purchase of apps through the iTunes store as we understand it is provided below.

1. A generic (non personal) account is created in i-Tunes at the appropriate purchasing level (corp, school, classroom, depending on local policy).
2. A purchase order is generated by the school corporation and submitted via the established channels to Apple.
3. Apple sends the vouchers in the mail.
4. The authorized purchaser (could be one person or multiple depending on the wishes of the institution) can then purchase apps up to the denomination of the voucher. This will generate redemption codes for the actual installation of the apps.
5. Authorized purchaser then can distribute redemption codes to whomever needs to have the apps.
6. Apple sends an invoice to the institution named on the purchase order (terms are net 30).

The IDOE suggests that schools enter the volume purchase program by purchasing a small quantity of needed apps in order to become familiar with the process and to fully utilize the vouchers prior to paying the invoice. Additionally, we would urge *school boards to establish corporation policy to address the following issues*:

- Create a list of authorized purchasers

- Articulate the spending authority of authorized purchasers

- Determine a protocol for tracking the app inventory for the school corporation

- Maintain a tracking log that catalogues, when vouchers are received and who received them, when redemption codes were issued and who received them, as well as the physical location of the devices where apps are installed, (i.e. elementary sch., high school).

Schools should also remember that some applications are free. Schools should take time to explore apps to establish if there are free apps with sufficient quality and features available for download. Additionally, we are urging schools to take care in managing software inventories to be sure that school-owned devices are running only appropriately licensed software.

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[1] Apps is an abbreviation for application. An app is a piece of software. It can run on the Internet, on your computer, or on your phone or other electronic device. (http://google.about.com/od/a/g/apps_def.htm)
[2] The term has been used as shorthand for "application" in the IT community for decades but became newly popular for mobile applications, especially since the advent of Apple's App Store in 2008. (http://www.pcmag.com/encyclopedia_term/0,2542,t=app&i=37865,00.asp)